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26 July 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities
for Period Ending 26 July 1984

1. Progress Report on Tasks Assigned by the DCI/DDCI:No tasks assigned during this reporting period. 2. Events of Major Interest that have Occurred
During the Preceding Week:

a. New Building Project: On 16 July 1984, checks totaling \$16.8 million were delivered to the General Services Administration (GSA) to fund their contract with MCI, Incorporated to renovate the power plant Bid Package No. 3.

On 19 and 20 July 1984, the New Building Project Office presented briefings on the new building construction status, and tours of the construction site were conducted for the DDA and Agency-level senior managers.

On 23 July 1984, personnel from the New Building Project Office briefed the Deputy Director for Science and Technology on proposed block planning for the new building.

b. Quality of Life - Headquarters Building: On 17 July, United Painters and Decorators completed rewallpapering the first floor elevator cores.

On 20 July, GSA commenced removal of the damaged sections of the map of Paris in the 1B elevator core.

Four color groups have been identified for painting lavatory stalls in the 85 public rest rooms. Selection was determined by existing door and wall accent colors.

c. Executive Interest: An order for new serving pieces in the Director's Dining Room has been specified to Procurement Division, OL. A new breakfront for china display and storage, a triple buffet, and two mobile servers were selected from the Artistry line of the Hickory Manufacturing Company.

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New silk-texture vinyl cloth has been specified to
recover the walls of the Director's Dining Room and parlor.

25X1 [redacted]

d. Workplace Standards: The offer by GSA to conduct a
prototype furniture project will be accepted by the Agency and
paid for by OL/HOME. A workplace situation of approximately
20 employees currently using, or anticipated to need, visual
display terminals (VDTs) has been identified in the
Psychological Services Division, Office of Medical Services,
in Room 706, Chamber of Commerce Building. The furniture
being introduced by GSA is very similar to that tested in our
New Building Project Office so that the same flexibility for
rearrangement would accommodate future relocation.
25X1 Coordination with the Market and Research Analysis Division at
the National Furniture Center, GSA, will follow. [redacted]

25X1 e. Reconciliation of SLUC - In their negotiations with
GSA officials, representatives from the Real Estate and
Construction Division succeeded in reducing the FY 84
25X1 [redacted] SLUC payment from \$2.2 million to \$1.4 million. [redacted]

25X1 f. [redacted] - Plans and specifications are nearing
completion for the Agency-contracted portion which will cost
an estimated \$460,000. Interested bidders are being contacted
and instructed that a contract is to be signed with the
25X1 successful bidder by late September 1984. [redacted]

25X1 [redacted]

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25X1 i. DIA Briefing: At the request of the DDA, []
25X1 [] met with [] and other
representatives of DIA on 24 July. DIA was provided an
informal briefing on CIA's procurement system and, in
particular, source selection procedures. Additional
25X1 assistance was offered to the DIA when and if needed. []

j. Quick Response Procurement for the Field Stations: In
an effort to provide more timely logistical support to
operational requirements from the field, OL has established a
new quick reaction capability. This new capability is managed
25X1 by the [] Procurement Branch and is designed to ensure
that material will be in transportation channels within three
days of receipt of order in support of operational
25X1 requirements. The cable action indicator for this activity is
[]

25X1 On 18 July, at 1530, the first [] quick reaction
25X1 material was received in the [] The item, 72
Duracell batteries, was immediately processed and packaged for
shipment using the cable as the movement document. At 1548,
the item was delivered to Freight Traffic Branch for immediate
25X1 shipment via postal channels. The total time between receipt
25X1 of the requesting cable and shipping was two days! []

25X1 1. [] Renovations: Construction began on
installation of a new guardhouse including provisions for
fence posts and forms to pour the foundation. Installation of
25X1 underground conduit is proceeding satisfactorily. []

3. Significant Events Anticipated During the Coming Week:

25X1 a. The Office of Logistics Quarterly meeting will be held
at the [] on 1 August. []

25X1 b. On 31 July, the Office of Logistics is hosting a
25X1 Summer Only Employee picnic at the [] for summer
employees assigned to OL. []

25X1 c. Logistics Integrated Management System (LIMS): The
Critical Design Review for the LIMS Project is scheduled to be
held 1 through 3 August. []

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